



Natural Resources Conservation Service
1201 NE Lloyd Blvd., Suite 900
Portland, OR 97232

January 14, 2008

OREGON BULLETIN NO. OR-000-2008-4

SUBJECT: EOP-EEO Complaint Process

Purpose. To inform all employees about the Equal Employment Opportunity (EEO) Discrimination Complaint Process.

Expiration Date. January 31, 2009

Who May File a Complaint? Any USDA/NRCS employee or job applicant who believes that he or she has been discriminated against in an employment matter because of race, color, religion, sex (including sexual harassment), national origin, age (40 and above), and/or mental disability, marital or familial status, or sexual orientation must contact an EEO Counselor within 45 calendar days of becoming aware of the alleged discriminatory action or the effective date of a personnel action in order to initiate the EEO complaint process.

Anyone who believes that he or she has been or is being harassed because of the filing of an EEO complaint or because of the participation in the EEO complaint process may file a complaint of "reprisal" with an EEO Counselor within 45 calendar days of becoming aware of the alleged discriminatory action.

How Do You Contact an EEO Counselor? Call the USDA/NRCS Office of Civil Rights at (301) 504-2181 or 1-866-NRCS395 and ask to speak with an EEO Counselor. This number also appears on the EEO Counseling posters posted in all offices. *If your office does not have an EEO Counseling poster with this phone number, please contact Misty Falcon at 541-278-8049 x 103*

What Happens Next? The EEO Counselor has 30 calendar days to look into and attempt to resolve the matter regarding the complaint, or you may request mediation (an attempt at resolving the matter personally). If resolution is not possible, you will be given notice of your right to file a formal complaint.

Only allegations presented for EEO counseling will be considered for investigation at the formal stage. All persons must use this process before proceeding to the formal complaint stage. Persons who wish to file a complaint under the Age Discrimination in Employment Act and /or the Equal Pay Act may bypass this process and file a civil action in U.S. District Court.

More information on EEO discrimination is available on the web at www.nrcs.usda.gov. Click on "About Us" on the navigational bar at the top of the page and then on "Civil Rights" on the left hand side.

/signed/

BOB GRAHAM
State Conservationist

Enclosure

cc via website:

<http://www.or.nrcs.usda.gov/intranet/bulletins/bulletins07-08.html>

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